

Seattle Parks and Recreation Department
Planning and Development Division

BELLTOWN COMMUNITY CENTER - WC 484

1999 Community Center Levy

Design Program

March 5, 2001

I. INTRODUCTION

A. INTENT

1. **Project:** The intent of this project is to lease or purchase a space and renovate that space if necessary, to accommodate community gatherings.
2. **Funding and Project Completion:** This project responds to the 1999 vote of citizens of Seattle to develop a Community center in the Belltown area.
3. **Scope:** The Scope of this Project consists of a new Community center that would serve as a civic focal point for this dense downtown neighborhood with rooms available for large public meetings, classes and rentals.

II. PROJECT BACKGROUND

A. LOCATION: See attached site assessment matrix.

B. HISTORY: In November of 1999 the citizens of Seattle passed Proposition 1 funding the development and expansion of 11 community centers. Proposition 1 provides for funding of the Belltown Community Center.

The Denny Hill Association applied and received an early implementation grant for \$35,000. This grant funded a survey of program desires and development of an initial list of sites. Leasing or purchasing space, and renovating that space if necessary, to accommodate community gatherings. The new community center

would serve as a civic focal point for this dense downtown neighborhood with rooms available for large public meetings, classes and rentals.

DPR has participated in a planning process started this as part of the neighborhood planning process. The community hired a consultant to develop programming priorities, space requirements based on the programming priorities, siting options and development cost estimates. Public outreach has included public meetings in March, 2000, April, 2000 and June 2000 prior to completion of the consultant's final report. The public outreach also included a survey on programming options for the center; more than 265 people responded to the survey with their priorities.

The early implementation project will be complete in late August 2000 at which time DPR will take the lead in the planning and development of the new center. The early implementation project team has identified 11 possible sites for co-locating a community center in Belltown, and the consultant based on the strengths and weaknesses of each site will narrow this list down to three preferred sites. See attached site assessment matrix.

C. SITE DESCRIPTION: See attached site assessment matrix.

III. PROJECT COMPONENTS

A. OBJECTIVES: The community center project components have been assembled to meet the program needs of the Belltown Community Center and include the Department's standards in terms of approximate square footage, intended use of the space, functional relationship to other spaces, and any special requirements which the space or that portion of the structure may have. Total programmed space, including internal circulation, is between 4500-7000 square feet, depending on location.

B. ELEMENTS

Summary of Site Space Allocation

<u>Space</u>	<u>Square Footage</u>
Multi-Purpose Room	1,000-2,500
Multi-Purpose Room Storage	150-200
Restrooms	520
Kitchen	350
Administrative Area:	
Private Offices (1)	180
Lobby:	
Entry/Foyer/Lounge/Info	500-800
Reception	300
Custodial Storage	100
Activity Room(s)/Reading Room	800-1,000
Circulation & Service Areas	600
Small Conference Room	200
Total Area	4,500-7,000

1. Multipurpose Meeting Space

This room will be a high quality banquet/rental facility and is the main gathering area of the center for a variety of events.

- a. Provide approximately 1,000-2,500 square feet in area; shall accommodate 40 - 50 people comfortably for any of the uses listed below.
- b. Intended use of proposed space: receptions, banquets, dance classes, aerobics, weddings, movies, etc. Ability to subdivide this space into smaller space to be utilized for small group meetings and activities.
- c. Relationship to other spaces: the kitchen shall be adjacent to the multi purpose room for food functions and accessible with a pass through window and door; restrooms shall be easily accessible to multipurpose, main entry to multipurpose space shall require the public to pass or be seen from the reception desk; storage space for chairs (on dollies) and tables shall be directly adjacent to multipurpose room.

d. Special requirements: Sprung wood floors. Acoustical treatment between adjacent rooms and interior rooms, ability to allow separate access by rental party with use of bathrooms and kitchen while rest of CC is closed. Flexible lighting design to accommodate various activities. Flexible mechanical design to accommodate various activities. Small maintenance closet, 50SF. Two coffee-bar sinks and counters, one for each side. Divide storage in two units, placed at other ends of the room. Provide protection wainscoting inside rooms. Bumpers and corner guards to protect corners and cabinets from chair and table dollies. This room will be dividable into two spaces with a moveable, acoustical wall (Hufcor model #7650-7660 or equivalent). Walls-mirrors on one or two walls, acoustical treatment on others. Floors-maple: similar to gym. Ceiling will be acoustical treated. Cabinets will be of stained wood. Doors will be with epoxy paint on wood.

Equipment

- Coat hooks at entry
- Stacking chairs and tables for 50
- Floor outlets as required for flexibility
- Projection area on wall
- Clock
- Portable stage as determined by DPR
- Rolling coat racks
- 2 bulletin boards 4' x 8'
- Aerobic equipment storage (risers, etc.)
- Mirrors on one of two walls, with balance bar

For Late Night:

- Music storage-
 - 2 Speakers
 - 1 Mike with stands
 - 1 Amp
 - Keyboards
 - Boom Box
 - Guitar
- Art supplies – shelves and small open area

2. Multi-purpose Room Storage

- a. Provide approximately 150 square feet adjacent to the multipurpose room.

- b. Desired use of proposed space: storage of craft supplies, games, tables, chairs, office supplies, etc., but with existing standards of storage equipment, such as chair dollies, folding portable tables, stackable chairs or tables; also may be used for storage of dance or aerobics equipment.
- c. Relationship to other spaces: some storage need and adjacent to multi purpose room for tables and chairs; should be kept separate from mechanical rooms or electrical panel rooms if possible.
- d. Special requirements: to include adequate locking cabinets or shelving.

3. Restrooms

- a. Provide men's and women's restroom with approximately 520 square feet.
- c. Relationship to other spaces: restrooms should be located for easy access from all activities. It is desirable to have close access from children's activity areas. Entries for the restroom area should be visible from the main reception staff area.
- d. Special requirements: meet all handicapped accessibility codes; quantity of fixtures per code; Department prefers American Standard porcelain fixtures and Simmons tempering valves on showers; all fixtures to be designed for maximum water conservation; no wood or plaster board is to be used in walls, only concrete block or cast-in-place concrete; desirable finish would be glazed quarry tile in cast-in-place concrete; monolithic flooring, painted concrete floor', or exposed aggregate flooring are not desirable.

Materials and Equipment

- Wall mounted toilets (water saving type)
- Wall mounted urinals (water saving type)
- Lavatories and countertops
- Mirrors
- Paper towel dispensers
- Trash receptacles
- Liquid soap dispensers
- Coat hooks in each stall
- Grab bars in handicap stalls
- Toilet seat cover dispenser
- Sanitary napkin dispenser
- Sanitary napkin bag disposal

Special Requirements

- Handicapped accessible
- Give special consideration to children and seniors using the center
- Diaper changing stations in both the men's and the women's toilets

Finishes

- Floors: Ceramic tile
- Walls: Ceramic tile
- Enamel paint on other surfaces

4. Kitchen

The kitchen is a multi-use area for heating and serving food, and conducting small cooking classes. It is not intended to be a production kitchen. Commercial equipment should be used in order to stand up to the many users with minimal supervision. Operation of equipment should be easy to learn. Tamper resistant options should be added when equipment is ordered.

- a. Provide approximately 240-350 square feet.
- b. Intended use of proposed space: potluck type functions, spaghetti feed type dinners; include space and equipment capabilities for heating food and preparation areas to service receptions or banquets of 100-150 people; floor space and counter space for potential cooking classes of up to 8-10 students of varying age groups (youth to senior).
- c. Relationships to other space: kitchen shall be directly adjacent to multi-purpose room with a pass through window for serving. The solid roll door is to provide a sound barrier and is required. Separate door from corridor or lobby to kitchen shall be designed independently from the multi purpose room; exterior access is not a desired relationship due to potential security and vandalism problems, but may be a building code consideration.

The serving counter layout should stress flexibility. Mobile serving units which lock together is suggested so the equipment can be moved to a larger area to accommodate large gatherings. Electrical receptacles should be provided for this at other locations. Classes will view the instructor's demonstrations from the multipurpose room through a pass-through window or from within the kitchen. An electric range and convection oven should be provided for cooking. The hood area should be enlarged to capture more air if an island installation is used.

A commercial door-type dish washing machine should be provided. This will require soiled and clean dish tables. The dishwashing is often not completed when using domestic equipment due to the great amount of time required. A complete dish washing set-up will help assure the dish washing is done. If the largest pot sinks to be reduced from the three to two and the dish washing machines to be used for sanitizing. If allowed, there will be better sanitation and floor space will be saved. Door-type dish machines are available which provide high temperature final rinse with 120 degree Fahrenheit water intake.

The kitchen should have two commercial reach-in refrigerators and one reach-in freezer. Half-doors with locks will give added security and flexibility for multiple users.

Although not designed as a production kitchen, the area must include a preparation sink. This is not to be used as a hand sink. The hand sink must have permanently mounted paper towel and soap dispensers. Infrared on/off faucet is beneficial on hand sinks. Water temperature cannot exceed 120 degrees Fahrenheit.

Special requirements: Pantry storage in upper cabinets with high quality locks, 18 inches and 12 inches deep. 1-2 self-priming floor drains, large capacity. Counter at pass-through is to be 2 or 3 rollout serving units with lockable casters.

Equipment

- | | |
|---|--------------------------------|
| • 36" electric range (cook top w/oven base) | • 1 first aid cabinet |
| • 1 deck convection oven w/cabinet base | • 1 set pots/pans |
| • Class A ventilator | • 1 under-counter dishwasher |
| • Prep/work tables (w/min. one sink) | • 1 cooking cutlery/utensils |
| • Dishwashing (clean and soiled Dish tables, dish washing machine, hood) | • 1 group serving utensils |
| • Serving units (3 or 4-well hot Food table with protector shield, utility unit.) | • 1 set rodent-proof canisters |
| • Hand sink w/soap and towel dispenser | • 10 sets salt/pepper shakers |
| • Storage cabinet (dry) | • 10 sets sugar/cream service |
| • Two compartment stainless-steel sink | • 50 dinner plates |
| • 2' x 3' bulletin board | • 50 salad/dessert plates |
| • 2-20 c.f. reach-in refrigerators | • 50 coffee cups |
| • 1-20 c.f. freezer | • 1 clock |
| • 3 coffee pots | • Faucet with high neck |
| • 1 cutting board | |

Storage Requirements

Provide cabinet and counter space for equipment listed above.

Special Requirements

Pantry storage in upper cabinets with high quality locks,
18 inches and 12 inches deep.

- 1-2 self-priming floor drains, large capacity
- Counter at pass-through could be 2 or 3 roll-out serving units with lockable casters

Finishes

- Floor: Tile, not sheet goods, floor pitching to 1 or 2 floor drains
- Walls: Enamel paint or stainless steel over moisture resistant GWB
- Ceiling: Paint over moisture resistant GWB with flush 2 x 4 fluorescent lights
- Doors: Wood

Critical Dimensions

9 feet minimum ceiling height

5. Administrative Area/Office Space (2)

- a. Provide approximately 180 square feet each.
- b. Desired use of proposed space: offices and desk space for Sr. Recreation Supervisor and Recreation Supervisor, file cabinets; storage of some equipment, first aid items, supplies, and personal belongings (coats, shoes, gym clothes) of staff; good visual access to reception and possibly gym or multi purpose.
- c. Relationship to other spaces: close proximity to reception desk, lobby, and public office; must be accessible from public office.
- d. Special requirements: the Supervisors must be able to see the front desk, but still be able to maintain privacy in their office to conduct business, small staff meetings or address personnel issues; space should view gym and multipurpose room for supervisory purposes during times of limited staff on duty.

Equipment

- (1) 5' desk per office area, with typing return
- (1) lateral file unit per office
- (1) telephone and (1) computer terminal outlet for each of four desks
- Copy machine

- Bulletin board, 4' x 8'
- Coat hooks
- Storage shelves
- Small table with 5 chairs for small meetings
- Washer and dryer as needed

Storage Requirements

- Securable
- Coat closet
- Office supplies
- First aid items

Special Requirements

- Acoustical privacy
- In-floor (verify) "money safe" in recreation manager's office
- Inter-office communication

Finishes

- Floor: Carpet
- Walls: GWB with paint
- Ceiling: ACT
- Doors: Wood

6. Reception/Lobby/Lounge

The lobby incorporates three distinct areas: the entrance, the lounge area, and the reception area:

The entrance needs to be clearly visible from the outside and provide an open inviting approach to the Center.

The lounge area should have a warm and inviting quality, and should be located near the reception desk. Comfortable seating for users and a place for display of the community bulleting board should be prominent.

The reception area should be clearly visible from the entry and lobby, and needs to support interaction between staff and visitors. The reception desk is the control point for the Center and will provide initial greeting, information and assistance to people entering the facility, checking-out materials; monitor the public coming and going and the lobby/game area. Lobby to be used for waiting and lounge area; lobby is the major area for

exhibiting of trophies, awards, announcements, or seasonal displays; possibly vending machine area (two machines) and public telephone. Staff at the reception desk will answer the phones, direct visitors, monitor building security, and handle program sign up sheets, etc. A staff work area with computer station should be part of the reception desk. The reception area should have visual control over the facility's entrance and primary entrances to public places throughout the building.

- a. Provide approximately 330 square feet.
- b. The lobby conveys the initial impression of the facility and its programs and services. It needs to impart a warm welcoming feeling of friendship and neighborliness and be thought of as the "living room" of the community. It should easily accommodate ambulatory and non-ambulatory visitors, and be a place for socializing.
- c. Relationship to other spaces: main access point to the community center and this shall "service" the other spaces; shall relate well to design, finish, and sequence of main exterior entry.
- d. Special requirements: Entry-Slip resistant entry mat, well lit for high visibility after sunset. Lounge area should have adequate lighting for display and storage areas, daylight when possible. Easily maintained carpeting at seating areas. Use tile or similar type flooring at primary circulation areas. Provide coat racks and possibly open shelves for books, etc., near the reception center.
- e. Special notes: the spatial relationships of lobby/entry/reception area shall be scaled, designed, and sequenced so that the experience and atmosphere are "less institutional" than in past community centers. The exterior entry scale and materials should complement the interior scale and materials. The typical entry sequence at a community center is: enter the front door; pass by the front desk; then proceed to activity. However, many times the lobby is used as a waiting area by all age groups. Thus, the lobby should not only be designed to accommodate the entry sequence, but provide for waiting by utilizing comfortable, well planned seating and display areas.

Reception Storage Requirements

- Office supplies
- 10 board games
- Other-to be determined by DPR

Entry:

- Walk-off mat inside door.
- Floor should be on easily cleaned hard surface.

Lounge:

- Floor, carpet or tile.
- Lounge type seating for approximately 25 or as many as is practical
- End tables & coffee tables
- Lamps
- Magazine & possible book storage
- Umbrella rack
- Pay telephone
- Sink/coffee area
- Drinking fountain
- Display as developed with the community and staff
- DPR information display (confirm with DPR)

Reception:

- Telephones, 1 for each workstation
- PA, security, and lighting control for entire building
- Clock
- File drawers
- Computer terminal
- Area above desk for storage?, height right for staff and guest
- Storage as required for pamphlets, brochures and office supplies, and sports equipment for checkout of equipment, etc

7. Custodial Storage

- a. Provide approximately 100 square feet.
- b. Desired use of proposed space: space for custodial use and custodial supplies; provide shelving and equipment; space for one custodian to move freely within shelving, fixed equipment, supplies, and moveable custodial equipment (buckets, brooms, mops, etc.); should be kept separate from any mechanical equipment rooms or electrical panel areas.
- c. Relationship to other spaces: the space could be located in several different areas of the building; should be kept separate from other storage spaces; locate near hard surfaces that need mopping.

d. Special requirements: fixed equipment, such as floor slop sink, custodial use plumbing fixtures; floor drain; shelving and storage space for custodial supplies and equipment of a wide variety of sizes; counter space or space for small table for custodian to take breaks, fill out paper work, or use as work bench; proper ventilation; proper lighting to allow space to be used as work space as well as storage space. Floor sink is preferably in a separate area from the desk. Natural light should be provided in the desk area if possible. Consider proximity to the general storage space.

Relationships

This area should either be close to the administrative office for access to a telephone or have a telephone at the office space. Proximity to the delivery entrance important.

Office space must be separated from sinks and chemical storage.

Materials and Equipment

Office Space

- Desk with lockable drawers
- Letter size file cabinet, two drawer
- Comfortable chair
- Locker for personal clothing and safety equipment
- Shelving for administrative materials, notebooks, etc.

Storage Space

- Hanging ladders; 4 feet, 6 feet and 8 feet
- Floor machine
- Vacuum cleaner
- Buckets
- Tool box
- Hand truck
- Double size lockable wall cabinet with shelves for storage of chemicals and paint
- Hooks on at least one wall for hanging mops and brooms
- Shelving on every available wall, should be reinforced for storage of heavy items
- Floor sink

Special Requirements

- No water heater in this space
- No recycling in this space
- Maximize wall area for shelving

Finishes

- Floor: Tile, in units, not rolled goods
- Walls: Paint on two layers fire rated GWB
- Ceiling: Paint on two layers fire rated GWB

9. Activity Room(s)

These rooms need to be as flexible as possible. For this reason storage is located in the room for different activities. Every activity room needs to have a counter and sink.

Equipment

- Sinks (2)- one large stainless steel double sink in counter with lockable storage below, with plaster trap for art project debris and one hand wash sink with soap and towel dispensers.
- 2 bulletin boards 4' x 8'
- Display rail at 3-foot height. 2 walls
- Picture rail optional
- Clock
- Wet/Dry shop vacuum and other housekeeping equipment

Special Requirements

- Visibility from corridor into room. Could have screen over vision panel above doorknob for privacy from hallway.
- Must have natural light
- Adequate ventilation, operable windows a possibility
- Deluxe warm white fluorescent lights with optional color-balancing wall washers for accurate color rendition
- Washable surfaces
- 20 lf upper cabinets 12" to 18" deep, lockable
- One storage closet approximately 6 feet wide x 8 feet deep with shelves at either or both side walls.

- One clean-up equipment cabinet for brooms, maps, shop vacuum. Might have own mop sink and cleaning; walk-off mat at entry optional.

Finishes

- Floors: linoleum with 8 inch base
- Walls: Water-resistant GWB in areas subject to moisture to 42 inches high over moisture resistant gypsum wall board above wainscot.
- Ceilings: Gypsum wall board with epoxy paint
- Cabinets: Lab grade plastic-laminate on plywood for counters, 6 inch high backsplash, commercial grade stainless still sink, extra heavy-duty commercial grade glides and hinges on cabinets.

Critical Dimensions

10 foot minimum ceiling height

10. Circulation

a. Provide sufficient internal circulation space for access to each of the various programmed areas in the center. The public will heavily use these areas. Materials should be durable and need minimal maintenance. They should be easy to clean or easily replaceable. Provide niche for food vending machines (min. 2) should be located along main corridor, where they can be supervised.

Finishes

- Floors: Unit tile
- Walls: Durable materials
- Ceilings: ACT or GWB

11. Small Conference Room

This room will primarily be used for small meetings of 12-15 people. For this reason storage will be limited. Counter and counter and sink space will be required.

Equipment

- Sinks (2)- one large stainless steel double sink in counter with lockable storage below, and one hand wash sink with soap and towel dispensers.
- 2 bulletin boards 4' x 8'
- Display rail at 3-foot height. 2 walls

- Picture rail optional
- Clock

Special Requirements

- Visibility from corridor into room. Could have screen over vision panel above doorknob for privacy from hallway.
- Adequate ventilation
- Deluxe warm white fluorescent lights with optional color-balancing wall washers for accurate color rendition
- Washable surfaces

Finishes

- Floors: Carpet
- Walls: Water-resistant GWB in areas subject to moisture to 42 inches high over moisture resistant gypsum wall board above wainscot.
- Ceilings: Gypsum wall board with epoxy paint
- Cabinets: Lab grade plastic-laminate on plywood for counters, 6 inch high backsplash, commercial grade stainless still sink, extra heavy-duty commercial grade glides and hinges on cabinets.

Critical Dimensions

10 foot minimum ceiling height

IV. DESIGN CONSIDERATIONS

The Department's standard specifications and details should be used where appropriate.

- A. Spaces in the building shall be designed with the flexibility of multiple use or easily adaptive use for the future in mind.
- B. The building and spaces shall be designed for maximum energy efficiency.
- C. The building's components shall be designed or selected to be compatible to the skills and preferences of the Facilities Maintenance staff and Custodial staff.
- D. The building and all site improvements shall be handicapped accessible as per codes.
- E. Improvements to visual accessibility to the building, and visual emphasis of the entry shall be considered in the site plan of the building. Good visibility from the streets is desired to deter vandalism, graffiti, and security problems.

- F. The Community Center should represent the unique quality and culture of the Belltown Neighborhood.

V. BUDGET

Funding for this project will come from the 1999 City proposition at 1.91 million, \$200,000 allocation per year (plus inflation) for eight years.

VI. SCHEDULE

See Website

VII. PUBLIC INVOLVEMENT REVIEW PROCESS

A. PUBLIC MEETING - According to the Department's Public Notification Draft Guidelines, a public meeting should be conducted to review this Draft Design Program. At least one public meeting is recommended during the design phase following preparation of preliminary or schematic documents and cost estimates.

B. MAIL NOTIFICATION - For general announcement, 30 day mailed notice to residents within 300 feet from site.

1. Interested Organizations

Belltown Community Council
Denny Hill Association
Downtown Neighborhood Planning
Seattle Community Council Federation
Downtown Seattle Association
Pike Place PDA
Greater Seattle Business Association
Small Business Task Force
Downtown Neighborhood Service Center
Denny Regrade Neighborhood Planning
Belltown Business Association
Denny Triangle Neighborhood
Denny Regrade Property Owners Association
Plymouth Housing
Crime Prevention Council
Senior Service Groups

2. Surrounding Neighborhood - See above MAIL NOTIFICATION.

C. SIGNS - Two project signs will be posted when a preferred site is selected. A description of the proposal, who and what prompted it, budget information (amount and source), how the project would change the park, whether it responds to a neighborhood plan element, and why DPR believes it meets citizens' and community needs, and an invitation to a public meeting where the public will be able to see the schematics of the interior with the proposed changes and improvements and will be able to comment and ask questions. Sign will go up at least three weeks prior to when the meeting is held.

D. INTERNET - City Website Bulletin Board notice and update every month.
<http://www.ci.seattle.wa.us/parks/Centers/comcenlevyprog99.htm>

E. WRITTEN AND DISTRIBUTED PUBLIC SERVICE ANNOUNCEMENTS
Belltown Dispatch

F. PROJECT IMPACTS
None anticipated

H. PERMITS
Building permits for tenant improvements

I. COMPLIANCE & STANDARDS
This project must comply with the Parks, Building Code and DCLU standards.

J. PROPERTY ISSUES
The intent is to enter into a lease Agreement with the owner of the building.